

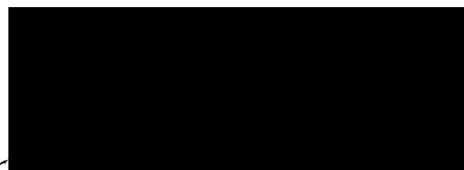
20 July 1979

MEMORANDUM FOR: Director of Medical Services

FROM: John H. Waller
Inspector General

SUBJECT: Critique of the Professional Test Battery

For your information, attached are the names and curricula vitae of individuals whom we have under consideration for the critique. Also attached is a draft of the Statement of Work.



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John H. Waller

Attachments: a/s

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STATEMENT OF WORK

Study of the Agency's Use of the Professional
Test Battery

I. Objectives

The purpose of this contract is to obtain an expert, independent critique of the Agency's use of the Professional Test Battery; this is part of an overall survey of recruitment being conducted by the Inspector General, consonant with his responsibility to determine the effectiveness of programs in implementing the policy objectives of the Agency. This contract is to conduct a survey of the ways in which the Agency's use of the Professional Test Battery does and does not contribute to the effective, proper, and legal selection, placement and promotion of employees. At issue is the question of whether the Agency's professional testing and evaluation program is valid, relevant and up to the current state of the art or in need of repair; it is not the contractor's job to develop an alternative testing system.

II. Scope of Work

The contractor has the following tasks:

- A. Evaluation of the Professional Test Battery in terms of content and in terms of reliability;
- B. Consultation with the Psychological Services Staff for explanation of the genesis and evolution of the Test Battery, of standards and procedures, and of how various components of the Agency use the Battery in the selection, assignment and promotion of employees;

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- C. Study and evaluation of the study methods, the data collected, records maintained, and the reports prepared by the Psychological Services Staff relative to the validity of the Battery;
- D. Review of a properly sanitized sample of the interpretations of individuals' test scores prepared by the Psychological Services Staff, including both those interpretations entered into the Skills Bank generally and those tailored to specific components;
- E. Preparation of a report assessing the findings in A through D, above, and reaching conclusions and offering recommendations as to:
 - 1. The character of the Test Battery; its use by the Agency;
 - 2. The role of the Psychological Services Staff in interpreting test scores and providing narrative reports;
 - 3. The studies relating to test validation and areas for improvements in validation study design or methods;
 - 4. The question of possible testing bias for any particular category of persons;
 - 5. Implications of the fact that not all Agency entities rely on the Test Battery equally;

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6. Any changes that seem appropriate in terms of effectiveness, propriety or legality;

III. Level of Effort

The contractor will be supported in this study by two Agency employees.

It is estimated that the contractor will require approximately four man-weeks of effort, to be completed within six work weeks (including sponsor review of final report). Access to the relevant data and interviews supporting the tasks will be arranged for the contractor. Although the allocation of work time is at the discretion of the contractor, the following guidelines are suggestive of the relative emphasis perceived by the sponsor:

Task A	(5%)
Task B	(10%)
Task C	(30%)
Task D	(10%)
Task E	(45%)

The contractor should feel free to propose modifications to this suggested allocation of time.

IV. Reporting

The contractor is expected to present informal weekly oral

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reports on activities, requests for support, and problems encountered. The contractor will submit a draft report at the end of the fourth week. The Inspector General will review the draft report and return it to the contractor within one week in the event that specific questions remain unanswered or require further elaboration.

V. Data Requirements

The contractor is responsible for resources and data that are available in the public domain. The sponsor will provide classified information as necessary.

VI. Classification & Security

The data provided by the sponsor and the report by the contractor may be classified up to the Secret level. Tasks using classified materials may be conducted at the contractor's facility if it can be certified by the sponsor as adequate to handle and store reports up to the Secret level. Security clearances will be required of all who work on or have access to the report.

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MEMORANDUM FOR: [REDACTED]

STATINTL As we had agreed, object to any of the candidates that you wish and let me know by a phone call.

[REDACTED]

20 July 1979
(DATE)

FORM NO. 101 REPLACES FORM 10-101
WHICH MAY BE USED.

(47)

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6/17/79

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TO:

ROOM NO.

BUILDING

REMARKS:

Test Data Books ✓
ETS Guidelines ✓
Validity studies ✓
sample PTB profiles
Validity paper (when available)
ETS report (when available)

FROM:

ROOM NO.

BUILDING

EXTENSION

FORM NO. 241
1 FEB 55

REPLACES FORM 36-8
WHICH MAY BE USED.

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